

SSID Maintenance

Don't Get Duped by Duplicates

SY1216-KY-1

Duplicate records can cause numerous problems and significantly lower data quality. Preventing, detecting, and resolving duplicate records is critical.

This session is for participants to learn how to:

- Use the Student Locator effectively to enroll students
- Run reports to assist with SSID Maintenance

SSID Maintenance

Agenda:

- Data issues related to SSIDs
- How do these duplicates occur
- Student Locator for enrollments (with Search)
- What can the district / KDE do to clean up duplicates
 - ❖ Reports available
 - ❖ Documentation on the Infinite Campus Support Portal

Data issues related to SSIDs

Districts facing different issues:

- Students with a Pending SSID
 - ❖ If 'Pending' for more than 48 hrs, then submit Support Case
- Same student with two or more SSIDs assigned
 - ❖ Work with Infinite Campus to merge data into 1 student
- Students with same SSID
 - ❖ Work with KDE Team to identify re-assignment
- Additional data clean-up areas to consider:
 - ❖ Students with same SS#
 - ❖ Incorrect SS#
 - ❖ Incorrect DOB
 - ❖ DOB/Grade mismatch

Program Areas impacted

Several Program Areas utilize the SSIDs for their data processing:

- State Reports
- Assessments / Testing Rosters
- Reading First Program
- Lunch Programs
- Preschoolers
- Individual Learning Plan (ILP)
 - ❖ Career Cruising (vendor)

How do these duplicates occur

There are a couple ways that these duplicate issues are in the data:

- Data input errors
- Left over duplicates from legacy application
 - ❖ Data converted into Infinite Campus
- Use of the Infinite Campus Student Locator
- System interruption during SSID creation
 - ❖ Network connection drops
 - ❖ User disconnects (turns off computer or closes out of application)

“X” SSIDs – for conversion issues

There are approximately 1600 duplicate SSIDs for KDE to clean up.

- 1 student does not have a current enrollment
 - ✓ Student will have an “X” as the first character of their SSID
 - ✓ The “X” SSID will be visible in the District’s site, State Edition, and in Student Locator searches
 - ✓ Student can easily be re-enrolled into a district
 - ✓ Enrollment created for student
 - ✓ District creates Support Portal case for Infinite Campus
 - ✓ Infinite Campus assigns new SSID to the student
 - ✓ Data is synched to State Edition so new Student Locator searches would see new SSID

“X” SSIDs – Timeframes

Time Period	Activity
Wk 11/30/09	KDE & Infinite Campus tested this process last week in test environment
Wk 12/14/09	KDE to send out communication via email to the KSIS Points of Contact with this “X” SSID information
Wk 12/21/09	Infinite Campus to run a script to update the SSIDs with an “X”
Ongoing	KDE & Districts process duplicate SSIDs for students that both have 2009-2010 enrollments

“X” SSID – Student Locator

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Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. The user must enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Last Name

First Name

Gender

Birth Date

Middle Name

SSN #

State ID

Name	State ID	Gender	Birth Date	%
Schaffer, H	1940644071	F	01/29/2002	100
SHAFFER, HANNAH NICOLE	X919488468	F	01/29/2002	100
McMillan-Shaffer, Hannah Nicole	1919488468	F	01/29/2002	67
Sever, Hannah	1939525463	F	07/26/2002	67
Shafer, Hannah	1944648672	F	12/22/1988	67
Shafer, Hannah	1919630929	F	09/25/2002	67
Shafer, Hannah	1943669141	F	03/14/1997	33

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“X” SSID – Enrolled

Year: 09-10 School: All Schools Calendar: All Calendars

Index Search Help

SHAFFER, HANNAH N
Grade: 02 #X919488468 DOB: 01/29/2002 Gender: F

Credit Summary Assessment Behavior Transportation Fees Lockers
Graduation Athletics AdHoc Reports Waiver Records Transfer Gifted & Talented
FRYSC Pre-School Title 1 Services ESS Attendance Group TEDS LEP
Records Request District Info Final Noticed
Summary Enrollments Schedule Attendance Programs A+Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

General Enrollment Information

Calendar	Schedule (read only)	*Grade	Class Rank Exclude
09-10 FLAT LICK ELEMENTARY	Main	02	<input type="checkbox"/>
*Start Date	No Show	End Action	*Service Type
12/03/2009	<input type="checkbox"/>		P: Primary
*Start Status	End Date	End Status	
R20: Transfer from a KY home school			
Start Comments	Dropout Reasons		
paige enrolled a student with X SSID X919488468			
	End Comments		

Recommendation

Districts could utilize the various reports available to them in the Infinite Campus application to continue with data clean-up activities.

Districts could run ad hoc queries following the “X” SSID update to see if they have students impacted / changed by the procedure and address them as needed.

“X” SSID – Ad Hoc Query

Year: All Years School: All Schools Calendar: All Calendars

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- Schedule Batch
- Schedule Conflicts
- Seat Count
- Section Rosters
- Teacher Load
- Teacher Schedule Batch
- Grading & Standards
- Medicaid
- Ad Hoc Reporting
- Filter Designer**
- Report Designer
- Report Builder
- Data Export
- Cube Designer
- User Communication
- System Administration
- Food Service
- Messenger
- Surveys
- KY State Reporting
- Edit Reports
 - Calendar Edits Report
 - Class Rank Numeric
 - Course Codes
 - Expulsion Attendance Rep

Ad-Hoc Pass-through SQL Query Editor

Filter Name: ssid not numeric

Create a Student Passthrough Query

SELECT DISTINCT student.personID
FROM student

WHERE 1=1

and isnumeric(student.stateID) = 0

Organized To:
User Account

Test Query Save

Test Query Results

Testing Query...

```
SELECT DISTINCT TOP 1000 student.personID,  
student.lastName, student.firstName,  
student.grade, student.studentNumber  
FROM student  
WHERE 1=1  
  
and isnumeric(student.stateID) = 0
```

02 SHAFFER, HANNAH#X919488468

Student Locator

The Student Locator search may not be able to find students that have some type of error in their data resulting in the district creating a new student record.

Examples are:

- First or last name misspelled
- Incorrect gender listed
- Incorrect date of birth

Student Locator – Gender selection

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Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. The user must enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Last Name perkins

First Name skyler

Gender F

Birth Date

Middle Name

SSN #

State ID

Search-->

Name	State ID	Gender	Birth Date	%
Perkins, Skyler Gabriel	2120315910	F	07/26/2004	100
skyler Nicole	1946125273	F		
MICHELLE	1947035802	F		

Create New Student >

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Student Locator – Gender selection

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Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. The user must enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Last Name perkins

First Name skyler

Gender M

Birth Date

Middle Name

SSN #

State ID

Search--->

Name	State ID	Gender	Birth Date	%
PERKINS, SKYLER		M	02/14/2003	100
Perkins, Skyler Gabriel	2120324677	M	07/26/2004	100

Create New Student >

Student Search

Year

All Years

▼

District

All Districts

▼

School

All Schools

▼

State Edition

Index

Search

Help

Search for a:

All People

▼

Go

[Advanced Search >>](#)

Search Results: 4

Perkins, Skyler G #2120315910 [07/26/2004]

Perkins, Skyler G #2120324677 [07/26/2004]

Campus Search

Search for a record being tracked in Campus by using search fields created a Saved Filter and do not see it in the list, it is likely the Saved Filter is not the current (Example: A student filter cannot be applied to a Census Person Search). You may search school-wide. **NOTE: Census searches ignore the current filter.**

Census Person Search

Last Name

perkins

First Name

skyler

Student Number

SSN

Birth Date

Gender

▼

Person ID

Phone Number

() - x

House Number

Street Name

Apt Number

City

Fuzzy Search

☐

Search

Saved Filter

ppg ce

ppg x s

Search

Student Search – Gender selection







Year District School State Edition

Index **Search** **Help**

Search for a:

[Advanced Search >>](#)



Search Results: 4

-  
-  Perkins, Skyler G #2120315910 [07/26/2004]
-  Perkins, Skyler G #2120324677 [07/26/2004]
-  

Perkins, Skyler G
#2120315910 DOB:07/26/2004 Gender:F


Records Transfer **Gifted & Talented** **Pre-School** **Title 1 Services**
ESS **Attendance Group** **TEDS** **LEP**

Summary **Enrollments** **Programs** **Assessment** **Behavior** **Transportation**

 Person Summary Report  Person Summary Report w/ Picture

Person Information

PersonID	2260885	
Name	Perkins, Skyler Gabriel	Nickname
Gender	F	Race Ethnicity
Birth Date (Age: 5)	07/26/2004	White
Student Number		State ID
		2120315910



No Image Available

Student Search – Gender selection

Year District School State Edition

Index **Search** **Help**

Search for a:

[Advanced Search >>](#)

Search Results: 4

-
- Perkins, Skyler G #2120315910 [07/26/2004]
- Perkins, Skyler G #2120324677 [07/26/2004]
-

Perkins, Skyler G
#2120324677 DOB:07/26/2004 Gender:M

Records Transfer **Gifted & Talented** **Pre-School** **Title 1 Services**
ESS **Attendance Group** **TEDS** **LEP**

Summary **Enrollments** **Programs** **Assessment** **Behavior** **Transportation**


Person Summary Report Person Summary Report w/ Picture

Person Information

PersonID	2270974		
Name	Perkins, Skyler Gabriel	Nickname	
Gender	M	Race Ethnicity	White
Birth Date (Age: 5)	07/26/2004		
Student Number		State ID	2120324677

No Image Available

Student Search - Birthday



Year All Years

District All Districts

School All Schools

State Edition

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Search for a:


All People

Go

[Advanced Search >>](#)

Search Results: 2

 Perkins, Skyler G #2120315910 [07/26/2004]

 Perkins, Skyler G #2120324677 [07/26/2004]

Campus Search

Search for a record being tracked in Campus by using search fields created a Saved Filter and do not see it in the list, it is likely the Saved Filter is more specific than the current (Example: A student filter cannot be applied to a Census record). You may search school-wide. **NOTE: Census searches ignore the filter.**

Census Person Search

Last Name

perkins

First Name

skyler

Student Number

SSN

Birth Date

07/26/2004

Gender

Person ID

Phone Number

() - x

House Number

Street Name

Apt Number

City

Fuzzy Search

☐

Search

Saved Filter

 ppg cen

 ppg x s

Search

Recommendation

Districts could perform additional searches for potential new students to see if he/she can be found in a more global search.

System interruptions

While performing a search and creating a new student using the Student Locator, if the network connection has an interruption, then duplicates could be introduced into the application.

Examples of how this could occur:

- Internet connection drops
- Computer is turned off or shut down in process
- Infinite Campus application is closed in process

Recommendation

Districts should allow the application to complete its processing before closing it.

If the enrollment process had begun and then connectivity dropped, then districts should verify through a search of the student's information if it completed before trying to create the enrollment again.

Reports to assist with data clean-up

The following are several reports within Infinite Campus that can be run to assist districts with data clean-up.

Ad hoc reporting is also available within districts for those with the access rights.

Report – State Enrollment Verification

Year: 09-10 **School:** All Schools **Calendar:** All Calendars

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 - Folder Labels by DOB
 - Plan Audit
 - Process Compliance
 - Service Provider Summary
 - Service Summary
 - State Enrollment Overlap
 - State Enrollment Verification**
 - Test Accommodations

Enrollment Verification Report

This report will communicate with the state edition server to compare local enrollments with the data that exists at the state, it will then generate a report that summarizes any differences.

Select Which Enrollments To Include

Selected School Year: 2010

Schools: All Schools, CENTRAL ELEMENTARY SCHOOL, DEWITT ELEMENTARY SCHOOL, FLAT LICK ELEMENTARY, G R HAMPTON ELEMENTARY SCHOOL, GIRDLER ELEMENTARY SCHOOL, JESSE D. LAY ELEMENTARY SCHOOL, KNOX APPALACHIAN SCHOOL, KNOX CENTRAL HIGH, KNOX COUNTY

State Grade: All Students, 00, 01, 02, 03, 04

Exclude Enrollments Matching Any Of These Additional Criteria

Calendar Excluded	<input checked="" type="checkbox"/>
No Show	<input checked="" type="checkbox"/>
State Excluded	<input checked="" type="checkbox"/>
State Exclude Grade Levels	<input checked="" type="checkbox"/>
State Unmapped Grade Levels	<input checked="" type="checkbox"/>

Select The Enrollment Fields To Compare Between District And State Edition

<input checked="" type="checkbox"/> State Grade Level	<input checked="" type="checkbox"/> Service Type
<input checked="" type="checkbox"/> Start Date	<input checked="" type="checkbox"/> End Date
<input checked="" type="checkbox"/> Start Status	<input checked="" type="checkbox"/> End Status

Report Display Options

Show Summary Totals	<input checked="" type="checkbox"/>
Show Enrollments Missing At State	<input checked="" type="checkbox"/>
Identify students missing at state due to overlap prevention	<input checked="" type="checkbox"/>
Show Enrollments Missing At District	<input checked="" type="checkbox"/>
Show Enrollments With A Field Difference	<input checked="" type="checkbox"/>
Show Value At District And State Of Each Difference	<input checked="" type="checkbox"/>

Generate Report

Report – State Enrollment Verification

Page 2

Enrollment Verification Report cont. Comparison of District Enrollment Data With State Data

09-10 [REDACTED] County High School1 - Summary

Total District Count	Total State Count	Missing At State	Missing At District	With Field Difference
943	944	1	2	1

09-10 [REDACTED] County High School - District Records Missing At The State (* identifies record missing due to overlap prevention)

Student Name	State ID	Grade	Start Date	Start Status
COX [REDACTED]	1960056966	10	10/29/2009	R21

09-10 [REDACTED] County High School - State Records Missing at District

Student Name	State ID	Grade	Start Date	Start Status
FARR [REDACTED]	1939585509	08	08/06/2009	E01
RAIS [REDACTED]	1939585491	08	08/06/2009	E01

09-10 [REDACTED] County High School - Records Having Different Values At State

Student Name	State ID	Grade	Start Date	Start Status
DOUGL [REDACTED]	1960137188	12	08/06/2009	E01
End Date	District Value: 10/22/2009	State Value: (null)		
End Status	District Value: W25	State Value: (null)		

Recommendation

Reasons for not syncing may be due to a duplicate SSID assignment to more than 1 student.

Districts should contact Infinite Campus to assist with resolving to get the data synced to the State Edition, via a support case.

The KDE Team may also need to be involved with analyzing which student should retain the SSID or which student should be assigned a new one, if there is a duplicate SSID issue.

Report – State Enrollment Overlap

Year All Years School All Schools Calendar All Calendars

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 - Folder Labels by DOB
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 - Service Detail
 - Service Provider Detail
 - Service Provider Summary
 - Service Summary
 - State Enrollment Overlap**
 - State Enrollment Verification

Enrollment Statewide Overlap Report

This report prints enrollments information for students who have overlapped enrollments statewide. This is a very complex report, please try to limit the number of students run per batch.

Which students would you like to include in the report?

☒ Grade All Students
tst
00
01
02

☐ Ad Hoc Filter

Which type of enrollments would you like to evaluate?

School Year Choose a School Year

Enrollment Date To

☐ Include no show enrollments

☐ Include same day overlaps

How would you like the report sorted?

☒ Alpha ☐ Grade ☐ Student Number

☐ Print in HTML format

Generate Report

Report – State Enrollment Overlap

County District Generated on 12/04/2009 05:41:18 PM Page 1 of 1	Enrollment Overlap Report Year: 09-10 All Grades Sort By Student Number Students: 4
---	--

Student (#)	School	Calendar	Grade	Start/End Date	Type	Percent	Overlap Days
Barre [REDACTED] (#1940720053)	MUHLENBERG COUNTY HIGH SCHOOL	09-10 Muhlenberg County HS	09	08/20/2009-10/12/2009	P		
	Woodlawn Elementary School	09-10 Woodlawn Elementary	05	08/06/2009-08/24/2009	P		5
Rowland [REDACTED] (#1944704624)	Dayton H.S.	09-10 Dayton H.S.	07	11/04/2009-06/01/2010	P		
	BOYLE COUNTY MIDDLE SCHOOL	09-10 Boyle County Middle Scho	07	08/06/2009-11/06/2009	P		3
Runyon [REDACTED] (#1947186266)	FOSTER TRADITIONAL ACADEMY	09-10 FOSTER TRADITIONAL ACADE	02	08/13/2009-06/09/2010	P		
	Junction City Elementary	09-10 Junction City Elementary	03	08/06/2009-06/08/2010	P		300
Hemds [REDACTED] (#1949278982)	Boyle County High School	09-10 Boyle County High School	12	10/22/2009-06/08/2010	P		
	DANVILLE HIGH SCHOOL	09-10 DANVILLE HIGH SCHOOL	12	08/12/2009-06/04/2010	P		226

Recommendation

Districts should contact the other district to determine if the student is also enrolled at the other district.

In these instances, one student's enrollment record should be end dated for the district they have withdrawn.

Student – Reports – Duplicate IDs

The screenshot shows a web-based interface for generating a 'Duplicate IDs Report'. At the top, there are filters for 'Year' (set to 'All Years'), 'School' (set to 'All Schools'), and 'Calendar' (set to 'All Calendars'). Below these are tabs for 'Index', 'Search', and 'Help'. On the left is a navigation tree with categories like 'System Administrator', 'Student Information', 'Health', 'PLP', 'Special Ed', 'Student Locator', and 'Reports'. The 'Duplicate IDs' report is selected under the 'Reports' category. The main content area is titled 'Duplicate IDs Report' and contains the following text: 'This report will list students that have the same Local IDs or State IDs.' Below this, there are two sections of radio buttons. The first section, 'Which duplicate records would you like to include in the report?', has 'Local ID' selected. The second section, 'How would you like the report sorted?', has 'Name' selected. There is also an unchecked checkbox for 'Print in HTML format' and a 'Generate Report' button at the bottom.

Year: All Years School: All Schools Calendar: All Calendars

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 - Duplicate IDs**
 - Duplicate Students Search
 - Enrollment Loss Report
 - Enrollment Overlap

Duplicate IDs Report

This report will list students that have the same Local IDs or State IDs.

Which duplicate records would you like to include in the report?

☒ Local ID
☐ State ID

How would you like the report sorted?

☒ Name
☐ Local ID
☐ State ID

☐ Print in HTML format

Generate Report

Student – Reports – Duplicate IDs

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Student Duplicate ID Report

Matching Criteria: Sort By State ID
Person: 16 Duplicates: 8

Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Flood	F	07/30/1999	1920080015	1920080015	09-10 Woodlawn Elementary	03	08/06/2009-08/06/2009
Flood	F	07/30/1999	1920080015	1920080015		-	
CUMM	M	08/27/1994	1940647140	1940647140	05-06 JUNCTION CITY ELEMENTARY	05	01/10/2006-06/02/2006
CUMM	M	08/27/1994	1940647140	1940647140	08-09 Boyle County Middle Scho	08	08/06/2008-10/02/2008
WEST	F	08/15/2000	1947669964	1947669964	05-06 WOODLAWN ELEMENTARY SCHO	00	11/04/2005-06/02/2006
WEST	F	08/15/2000	1947669964	1947669964	07-08 Woodlawn Elementary Scho	01	11/15/2007-05/30/2008
STOC	M	09/25/2001	1948051550	1948051550	06-07 Junction City Elementary	00	08/09/2006-10/16/2006
STOC	M	09/25/2001	1948051550	1948051550	05-06 WOODLAWN ELEMENTARY SCHO	99	08/22/2005-06/02/2006
Glafer	F	08/15/2001	1948205941	1948205941	09-10 Junction City Elementary	03	08/06/2009-
GLAF BROC	F	08/15/2001	1948205941	1948205941	05-06 WOODLAWN ELEMENTARY SCHO	99	08/22/2005-06/02/2006
MURI	F	02/07/1990	1948411507	1948411507	05-06 Boyle County High School	10	09/26/2005-06/02/2006
MURI	F	02/07/1990	1948411507	1948411507		-	
Staed	F	12/07/1999	1949276420	1949276420	09-10 Woodlawn Elementary	04	08/06/2009-
STAE	F	12/07/1999	1949276420	1949276420	05-06 PERRYVILLE ELEMENTARY SC	00	08/11/2005-06/02/2006
MARS	M	04/17/1989	1952310561	1952310561	03-04 BOYLE COUNTY HIGH SCHOOL	09	08/12/2003-06/04/2004
MARS	M	04/17/1989	1952310561	1952310561	06-07 Boyle County High School	12	08/09/2006-06/01/2007

Recommendation

Districts should review the data to see if it is the same student. If so, then the district should contact Infinite Campus via a support case to merge the person records into one.

The KDE Team may also need to be involved with analyzing which student should retain the SSID or which student should be assigned a new one, if both students are separate persons.

Reports – Duplicate Students Search

Year: All Years School: All Schools Calendar: All Calendars

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 - Duplicate IDs
 - Duplicate Students Search**
 - Enrollment Loss Report
 - Enrollment Overlap
 - Enrollment Status
 - Enrollment Summary
 - Fee Audit
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 - Folder Labels by DOB
 - Plan Audit
 - Process Compliance
 - Progress Report
 - Service Detail
 - Service Provider Detail
 - Service Provider Summary
 - Service Summary

Duplicate Students Search Report

This report is used to search a student who has been duplicated in the system. There are options for considering duplication: If a field is null, it should not exclude the record from the results. For each pair of possible duplicated students, student demographics data, the most recent student enrollment data and student contact information will be printed.

Which schools would you like to include in the report?

- All Schools
- CENTRAL ELEMENTARY SCHOOL
- DEWITT ELEMENTARY SCHOOL
- FLAT LICK ELEMENTARY
- G R HAMPTON ELEMENTARY SCHOOL
- GIRDLER ELEMENTARY SCHOOL
- JESSE D. LAY ELEMENTARY SCHOOL
- KNOX APPALACHIAN SCHOOL
- KNOX CENTRAL HIGH
- KNOX COUNTY LEARNING ACADEMY

Which criteria would you like to use to consider the duplication?

☒ Last Name ☒ Exact Match ☐ Soundex Match

☒ First Name ☒ Exact Match ☐ Soundex Match

☐ Middle Name

☐ Middle Name (first initial)

☒ Gender

☐ Birthday

☐ Social Security Number

☐ Race Ethnicity

☐ Print in HTML format

Generate Report

Recommendation

Districts should review the data to see if it is the same student. If so, then the district should contact Infinite Campus via a support case to merge the person records into one.

Some instances, KDE Team may also need to be involved with analyzing which student should retain the SSID or which student should be assigned a new one, if it is the same student.

General rule: older SSID is retained if both are currently enrolled

Documentation available

The Infinite Campus Support Portal has the following documents available to assist districts with the SSID Maintenance:

➤ Technical Reference – Duplicate ID Cleanup Procedures

http://support.infinitecampus.com/portal/media/TR_KY_DuplicateIDCleanup_0308_v6.pdf

➤ Technical Guide – District SSID Maintenance

http://support.infinitecampus.com/portal/media/TG_DistrictSSIDMaintenance_0509.pdf